
Investigation Clerk Resume

Job Objective

To obtain an Investigation Clerk position with a reputable organization.

Work Experience:

Investigation Clerk
Steve Corporation, Irving, TX
May 2004 – Present

- Demonstrated to find and interview witnesses, verified details about a case, and checked into witnesses' or suspects' alibis.
- Ensured to write reports and maintain records of incidents as they encounter.
- Exercised many methods to determine the facts.
- Searched records which the general public is unable to access.

Investigation Clerk
Franklin Corp, Irving, TX
March 2002– April 2004

- Developed hypotheses regarding the incident based on evidence.
 - Managed to interview the victims repeatedly.
 - Maintained control over the flow of information.
-

Summary of Qualifications:

- Excellent Problem solving and investigation skills
 - Ability to maintain complex files and records relating to various functions
 - Ability to communicate effectively in oral and written forms
 - Ability to adhere to procedures and law in expediting investigation
 - Wide knowledge of detective duties
 - Ability to effectively present information to co-workers
-

Education:

Bachelor's Degree in Criminal Justice
Central Piedmont Community College, Charlotte, NC

[Build your Resume Now](#)